



TOWN OF CONCORD

PERSONNEL DEPARTMENT

TOWN HOUSE
P.O. BOX 535
CONCORD, MASSACHUSETTS 01742-0535

TEL: 978-318-3025
FAX: 978-318-3024
personnel@concordma.gov

Dear Applicant,

Thank you for your interest in the position of **School Crossing Guard – Per Diem** with the Town of Concord. Enclosed with this letter is a description of the duties and qualifications for this position, as well as an employment application. We ask that you complete the application form and **return it to us as soon as possible** as applications will be considered upon receipt. Resumes are optional and are only accepted with a completed application form.

In your application package, please **do not** include any information pertaining to age*, criminal record* (*except as specifically asked on the application), race, color, religion, national origin, gender and physical/medical condition or history.

Since the Town of Concord accepts applications for School Crossing Guard-Per Diem on an on-going basis, you will not receive written notification that we received your application. However, you will be contacted if we would like to invite you for an interview. If you have any questions, please feel free to contact the Personnel Office at (978) 318-3025.

Again, thank you for your interest in the Town of Concord.

Sincerely,

Maria Casey
Assistant Human Resources Director

Enclosures

The Town of Concord
is currently accepting applications for the limited-status position of:

School Crossing Guard – Per Diem
Police Department

Salary: \$20 per hour (w/2hrs min. pay/day). No benefits
8:15 -9:15 am and 3:15 – 4:15 pm

Accepting applications until position is filled

About the Position:

School Crossing Guards are responsible for directing traffic at assigned crossings to protect school children and to provide for the orderly movement of traffic.

General Duties:

- Report directly to the assigned crossing stations, be on time and remain until the conclusion of the assignment;
- Ensure that children use the proper crossing locations and that no children are in the street while traffic is moving; and
- Be alert for the presence or potential traffic hazards in the area surrounding the assigned crossings. Submit to the Safety Inspector a written report of any such hazards with a recommendation for remedial steps to be taken.

Application Process:

All applicants are **required** to complete a Town application form, available from the Town Personnel Department. Resumes may be attached to the application form as additional information but cannot serve as a substitute for completing the form. Applications will be accepted until the positions are filled. The Town reserves the right to modify the application deadline and/or to accept applications after the deadline to best serve the interest of the community.

Applications will be reviewed and the most highly qualified candidates will be invited to one or more interviews. Since the Town of Concord accepts applications for School Crossing Guard-Per Diem on an on-going basis, you will not receive written notification that we received your application. However, you will be contacted if we would like to invite you for an interview.

Individuals who need accommodation in order to participate in this process should contact the Town Personnel Department.

The Town of Concord is committed to a diverse workforce and welcomes applicants with disabilities and/or from multi-cultural communities. EOE.

Questions regarding this hiring process should be addressed to the:

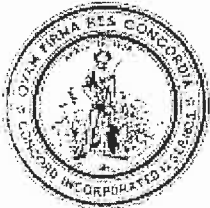
Concord Personnel Department

Town House, P.O. Box 535, Concord, MA 01742

978-318-3026

www.concordma.gov

Please note: Emailed resumes are NOT accepted



TOWN OF CONCORD

An Affirmative Action/Equal Opportunity Employer

APPLICATION FOR EMPLOYMENT

BOTH PAGES MUST BE LEGIBLY COMPLETED

Return in person to: Personnel Dept., 22 Monument Square
or Mail to: P.O. Box 535, Concord, MA 01742

Name _____
First Middle Last
Address _____
City _____ State _____ Zip _____
Home # (_____) _____ Work # (_____) _____
Email Address _____

Position Applying for _____

How did you learn of this position _____

Schedule: Continuous ☐ Seasonal ☐ Full Time ☐ Part Time ☐ Either ☐

Do you have relatives working for the Town of Concord? Yes ☐ No ☐

Are you, or any relative, a member of any Town Board or Commission? Yes ☐ No ☐

If yes to either, please specify _____

If hired, can you provide proof of citizenship or legal right to work in the US? Yes ☐ No ☐

Are you under 18 years of age? If yes, a work permit is required. Yes ☐ No ☐

Have you ever been convicted of a felony? Yes ☐ No ☐

Have you had a misdemeanor conviction(s) in the last 5 years? Yes ☐ No ☐

If yes to either, please specify and explain _____

Note: Sealed records and first convictions for drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace need not be reported. Convictions will not necessarily be a bar to employment.

SPECIAL SKILLS (please list special skills applicable to this position):

____ Typing (WPM _____) ____ Word Processing - Equipment/Programs ____ ____ Shorthand (WPM _____)	____ 10 Key Calculator ____ Computers - Equipment/Programs ____ ____	Licenses: _____ _____ _____ Other: _____ _____ _____	Shop or Heavy Equipment: _____ _____ _____
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EDUCATION HISTORY

Highest Level of Education: _____ Grade School _____ High School Diploma or equivalent
____ Vocational, Technical Diploma or Certificate
____ Associates Degree _____ Bachelors Degree _____ Post Grad. Degree

Name and Address of Schools (High School and Above)	Major Fields of Study	Number of years completed or type of degree received

Other Training you received (e.g. Work training programs, armed forces training, special courses, etc.):

Employment Record

This section must be completed. A resume cannot be substituted. List most recent position first.
Include relevant summer employment or work performed on a voluntary basis.

Name of Company _____ Dates Employed
From _____ To _____
month/year month/year
Address _____ Salary _____ hr/mo/wk/yr Hours per Week _____
Your Supervisor _____ Reference phone # (_____) - _____
Your Position Title _____ Summarize your duties _____

Reason for Leaving _____

Name of Company _____ Dates Employed
From _____ To _____
month/year month/year
Address _____ Salary _____ hr/mo/wk/yr Hours per Week _____
Your Supervisor _____ Reference phone # (_____) - _____
Your Position Title _____ Summarize your duties _____

Reason for Leaving _____

Name of Company _____ Dates Employed
From _____ To _____
month/year month/year
Address _____ Salary _____ hr/mo/wk/yr Hours per Week _____
Your Supervisor _____ Reference phone # (_____) - _____
Your Position Title _____ Summarize your duties _____

Reason for Leaving _____

Name of Company _____ Dates Employed
From _____ To _____
month/year month/year
Address _____ Salary _____ hr/mo/wk/yr Hours per Week _____
Your Supervisor _____ Reference phone # (_____) - _____
Your Position Title _____ Summarize your duties _____

Reason for Leaving _____

Additional information that may be helpful in establishing your qualifications. (Licenses, awards, professional affiliations, interests, etc.)

I understand that entering into and continuing employment with the Town is subject to the verification of my statements and receipt of satisfactory references. I understand that any false answers or statements and/or withholding of information will be sufficient grounds to terminate my employment at any time.

Applicant Signature _____ Date _____

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment.
An employer who violates this law shall be subject to criminal penalties and civil liabilities.